

## Stored Grades - Correction Guide for Student Grade Level Zero

The following steps walk you through changing erroneous Historical Grades due to a grade level of 0 (zero).

**Navigation:** Start Page > Select student > Academics > Historical Grades

1. On the **Historical Grades** page, click **Detail View**.

Year/Term	Grd Lvl	Course number	Course	Earned Credit	E1	E2	F1	Q1	Q2	Q3	Q4
14-15 S1	0	96102Z0W	Conduct	0.00	-	-	-	-	-	-	-
14-15 S1	0	10502Z0	ELA Kindergarten	0.00	-	-	-	-	-	-	-
14-15 S1	0	52002Z0K	General Music Kindergarten	0.00	-	-	-	S	-	-	-
				0.00	-	-	-	-	-	-	-

**Note:** In the **Complete Academic Record - Detail View** screen, you will see grades outside your school's "Historical Grade Levels", which will allow you to see the Level 0 record.

2. Select the incorrect grade.

14-15 YR	0	60202Z0K	Physical Education Kindergarten	0.00	-	-	-	-	-	-	-
14-15 YR	0	30002Z0Y	SCIENCE-KINDERGARTEN	0.00	-	-	-	-	-	-	-
14-15 YR	0	40002Z0Y	Social Studies - Kindergarten	0.00	-	-	-	-	-	-	-
14-15 YR	0	54002Z0K	Visual Arts Kindergarten	0.00	-	-	-	S	-	-	-

3. To edit, click on the letter/grade link.

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4. Change the "Historical Grade Level" from 0 to the correct grade level for this student's record.

**Edit Stored Grade**

Student: [Name] Grade: [Grade] 0 [ID] [Date]

School	Elementary
Term ID	2400
School year (Term)	2014-2015 (2014-2015)
Store code	Q1
Hist. grade level	0
Associated section	54002Z0K-4 ( [Section], Exp. 12(D))
Course Number	54002Z0K
Course name	Visual Arts Kindergarten
Teacher name	[Teacher Name]
Associated [Field]	SNU Grade Scale

5. Click **Submit**.

Here is an error you may encounter:

Since the course code is a historical course code, you may find you need to remove it. While this is acceptable, you may notice that the **course name** is also removed automatically. You may need to **re-enter** the **course name** (*not course number*). The course number will be corrected during a future maintenance weekend, but the course name needs to be re-entered **before** you submit your changes.

**Important:** Failure to re-enter the course name will cause it to be lost.

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